



POSITION: Out-of-State Field Audit Manager

DIVISION: Audit

LOCATION: Serving as a manager in the out-of-state unit, this position is responsible for managing a staff of auditors located in the southeastern portion of the country, from Texas to South Carolina. The successful candidate for this position will be located either within the southeastern region of the country or in Olympia, Washington.

NOTICE: WMS 04-0007

OPENS: February 23, 2004

CLOSES: March 8, 2004 5 p.m.

Agency Profile: The Washington State Department of Revenue (DOR) values its employees, challenges them to continuously improve the way we do business, to meet and exceed the needs of our customers, and carry out their duties in an ethical manner. The mission of the Department of Revenue is to fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy.

Compensation:

WMS Band 2 \$51,696 - \$63,192 annually depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

The principle responsibilities are expected to be as follows:

The Field Audit Manager manages and directs the field audit operations of an out-of-state district which includes the direct and remote management of a professional audit staff. Recommends strategies and policies for implementing audit operations to the Audit management team. Develops and implements audit programs to provide fair and uniform application of tax laws and promote an optimal level of accurate tax reporting and payment through continuing audit presence and taxpayer education. Conducts conferences with taxpayers to resolve disputed tax issues, pursuant to WAC 458-20-100, as a first step in the appeals process. Administers taxpayer education programs and manages audit facilities including security procedures.

Qualification of the successful candidate for this position are expected to include:

Successful candidate will possess a college degree as well as in-depth knowledge and substantial experience in tax auditing and principles of accounting. In addition, desirable candidates will be able to demonstrate strong managerial, interpersonal, and problem solving skills and the ability to develop and work with teams. They will have the ability to work well with a variety of people, have good leadership and motivation skills; be capable of learning; and open to new technological challenges. They will be able to maintain a positive attitude and sense of humor in stressful situations.

Knowledge of:

This position requires a working knowledge and full utilization of management principles, communication techniques, negotiation skills, training needs assessment, personnel rules and regulations, affirmative action and diversity regulations, skill in human resource management, motivating, team building, and mentoring.

This position requires knowledge of the Washington Revenue Act of 1935, as amended: rules, policies and court decisions affecting the audit program; principles and procedures of accounting and auditing. Comprehension of divisional roles and responsibilities of the department and how audit decisions affect those divisions is essential.

Skills to:

This position requires ability to manage and direct staff, interpret and articulate excise tax rules, policies, and procedures; effectively coordinate horizontal and vertical echelons of audit and other divisions, analyze, develop, and implement internal administrative and audit systems and procedures.

Ability to:

Work is generally performed in an indoor office environment and generally involves a high degree of concentration. Must be able to work on multiple projects simultaneously and may be required to work extended hours. This position does not require the use of specialized equipment and there are no known hazards or hazardous materials to which the employee may be exposed. Must be able to work in a non-smoking environment.

Application Process:

Please send a letter of interest briefly describing how you meet the desirable qualifications; a resume listing name of employers, dates of employment, and education; a minimum of three employment references with current telephone numbers; and, Applicant Profile (optional).

In addition, provide a response of no more than two pages in total to the following:

1. Describe how you would communicate work goals to your remotely located staff and use those goals for motivation and improved performance.
2. Describe the actions you would take to promote a sense of "team" between you and your remotely located staff of auditors.

E-mail application materials and hard copy resumes are due by 5:00 p.m. on the closing date. **Electronic applications in Word format are preferred** however, hard copies may be sent to Office of Human Resources:

CatthiO@Dor.wa.gov

Please indicate in subject line:

Subject: WMS 04-0007

OR

WA State Department of Revenue

P.O. Box 47463

Olympia, WA 98504-7463

Fax: 360-664-0580

Washington State Department of Revenue

Applicant Profile

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorized personnel. Please review the Diversity Definitions at the bottom of the page.

Position Applied For:	Name: (Last, First, Middle Initial)	Date of Birth:
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. What race(s) or culture(s) do you consider yourself?</p> <p><input type="checkbox"/> Black/African American</p> <p><input type="checkbox"/> Caucasian/White</p> <p><input type="checkbox"/> Asian or Pacific Islander (API):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chinese <input type="checkbox"/> Vietnamese <input type="checkbox"/> Filipino <input type="checkbox"/> Asian Indian <input type="checkbox"/> Hawaiian <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Cambodian <input type="checkbox"/> Samoan <input type="checkbox"/> Laotian <input type="checkbox"/> Guamanian <input type="checkbox"/> Other API, <i>Specify</i> _____ <p><input type="checkbox"/> Native American or Alaskan Native Please identify name of the enrolled or principal tribe: _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> Eskimo <input type="checkbox"/> Aleut <p><input type="checkbox"/> Hispanic:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Chicano <input type="checkbox"/> Cuban <input type="checkbox"/> Other Spanish, <i>Specify</i> _____ </div> <div style="width: 48%;"> <p>If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes.</p> <p><input type="checkbox"/> Multi-Racial, preference: _____</p> <p>2. Gender:</p> <p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p> <p>3. Have you ever been on active duty in the U.S. Armed Forces?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Dates: _____</p> <p><input type="checkbox"/> Vietnam Era Veteran</p> <p><input type="checkbox"/> Disabled Veteran (Percent of disability: _____%)</p> <p>4. Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, doing things with your hands, seeing, hearing, speaking, learning?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p style="text-align: center;"><i>Please see definition of "disabilities" below.</i></p> <p>I certify that this information is true and accurate to the best of my knowledge.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Date</div> <div style="width: 45%; border-top: 1px solid black; text-align: center;">Signature</div> </div> </div> </div>		

Diversity Definitions

Native American or Alaskan Native: A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander: A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Black/African American. A person with origins in any of the Black racial groups of Africa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian: A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities: For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled veteran: A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran: A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.